

### Contents

Welcome to the Share Our Strength/No Kid Hungry Grants Portal	2
Introduction	
To log in to your account:	
To create an account:	
Organization Profile/My Organization	
Grant Applications Page	
The Application	
Budget Section (if applicable)	7
Documents (if applicable)	7
Submit Application	7

#### Welcome to the Share Our Strength/No Kid Hungry Grants Portal

Below you will find step-by-step instructions to guide you through the process of setting up your account, filing out a grant application, and managing your grant applications.

#### Introduction

To access the grant application, go to <u>grants.nokidhungry.org</u>. From here, you will be asked to log in or register for a new account. Please note, if you have applied for a grant from No Kid Hungry/Share Our Strength in the past, we have moved to a new online system and you may need to re-register if your old login does not work.

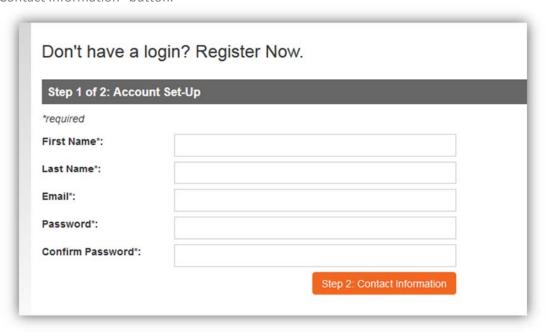
#### To log in to your account:

Provide your email address and password in the log in box on the upper-right side of the page. Click "Login."



#### To create an account:

1. Enter your name, email address, and create a password in the Account Set-Up form; then click the orange "Step 2: Contact Information" button.



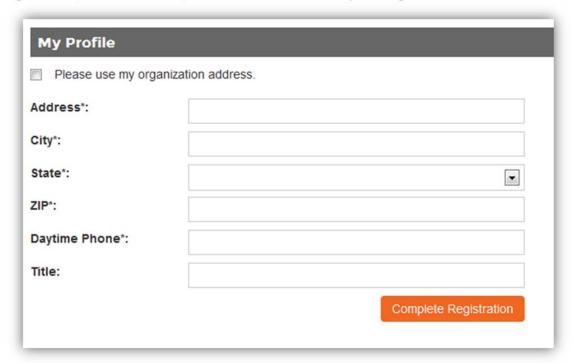


2. In Step 2, select if you are creating an account on behalf of an Organization or a School District. You will then be given a ZIP code search box. Once you have entered the ZIP code, wait one moment for the drop-down list to populate (it will flash red for a second). If you do not see your organization or school district in the drop-down list, please use the Help Desk link at the top right of the page to contact us.





3. Once you have selected your organization or school district, complete the My Profile section. You can use the organization/district's address, if desired. Then click "Complete Registration."





### Organization Profile/My Organization

Before you can open a grant application, additional information about your organization *may* be required if it is not already in our system. This information only has to be filled in once for your organization, and may be completed or edited by anyone who is logged in and linked to the organization. Once the information is saved in the system (by clicking on the Submit Profile link at the top of the page), it will be applied automatically to any application submitted by your organization.

Note: You will need to provide your EIN (Employer Identification Number)/Organization Tax ID.

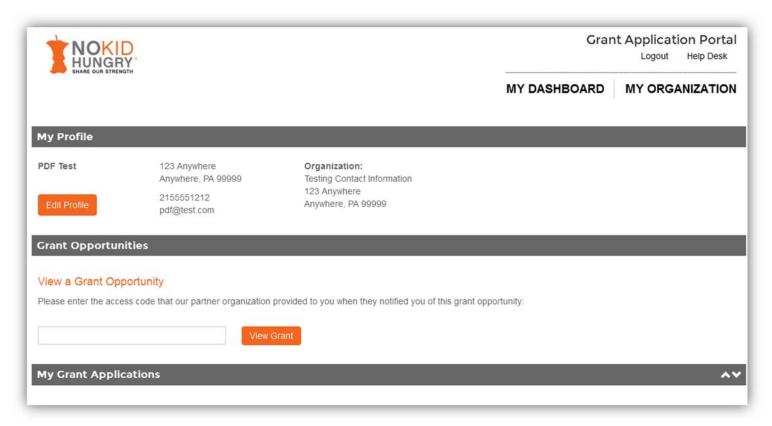
Organization EIN/	ax ID:
	ation have a fiscal agent or parent organization whose tax-exempt you use for the ting donations or grants?
Fiscal Agent EIN/1	ax ID:
lease choose or	e of the following that best describes your organization:
	e of the following that best describes your organization.
Select	e of the following that best describes your organization.
Please indicate if	your organization does work related to the following programs: (You may select more
Please indicate if han one) This information will	-
Please indicate if han one) This information will night be eligible for	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization
Please indicate if han one) This information will night be eligible for CACFP – Al	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength
Please indicate if han one) This information will night be eligible for CACFP – At	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals
Please indicate if han one) This information will night be eligible for CACFP – At	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings
Please Indicate if han one)  This information will night be eligible for CACFP – Ai  Child and A  National Sci	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings
Please Indicate if han one) This information will hight be eligible for CACFP – At Child and A National Sci	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings and Breakfast Program
Please indicate if han one)  This information will hight be eligible for CACFP – All Child and A National Science Nutrition Ed Summer Fo	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings fool Breakfast Program funcation fod Service Program (SFSP)
Please indicate if han one) This information will night be eligible for CACFP – Al	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals
Please Indicate if han one)  This information will night be eligible for CACFP – Ai  Child and A  National Sci	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings and Breakfast Program
Please Indicate if han one) This information will hight be eligible for CACFP – At Child and A National Sci	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings fool Breakfast Program funcation fod Service Program (SFSP)
Please indicate if han one)  This information will hight be eligible for CACFP – All Child and A National Science Nutrition Ed Summer Fo	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings fool Breakfast Program function fod Service Program (SFSP) for National Service Program (SPSP) for National Service Program (SNAP)
Please Indicate if han one)  This information will night be eligible for CACFP – All Child and A National Science Nutrition Ed Summer For Supplement Women, Infa	your organization does work related to the following programs: (You may select more help us understand the scope of your organization's work as well as indicate if your organization future grant opportunities from Share Our Strength Risk Afterschool Snacks and Meals full Care Food Program (CACFP) – Child Care Settings fool Breakfast Program function fod Service Program (SFSP) for National Service Program (SPSP) for National Service Program (SNAP)



#### **Grant Applications Page**

Upon completing your account set-up/logging into your account, you will be taken the Grant Applications page, which will display your profile information as well as the grant opportunities available to you and/or grants applications you currently have in process.

To access a new grant, enter your access code under "Grant Opportunities," then click "View Grant." The grant information specific to that code will populate at the top of the Grant Opportunities section.



If, at any time during the application process, you would like to return to your dashboard, log out of the system, or reach out to the help desk with questions, you can do so using the links at the top of the page.

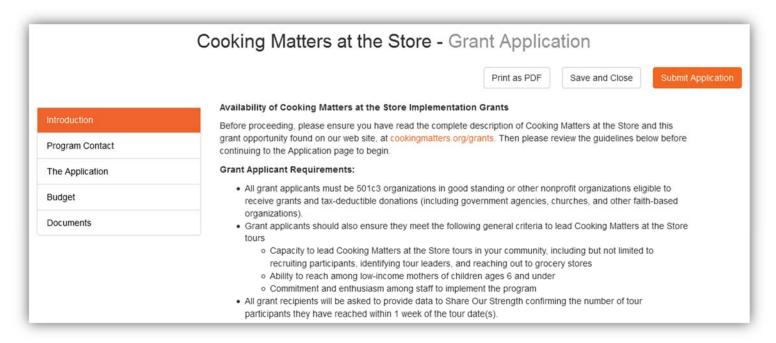


#### The Application

Once you have entered the code for the application, you can begin your application by clicking the "Apply" button under the grant description. If a grant has already been opened using the access code you entered, the button will read "Edit" instead.



Please fill out all questions in the application as required. You may click the "Save and Continue" button at the bottom of each page to save your answers until you are ready to submit the application for review. Please note, if there are errors on your application, such as a required question that has not been answered, the system will prompt you to go back and correct any mistakes. You will not be allowed to submit your application with errors.



Once a grant application has been submitted, you will no longer be able to make edits to the application. You will, however, still be able to "View" the application and related notes under the "My Grant Applications" section of your dashboard.



#### Budget Section (if applicable)

If a Budget section is required, you will be asked to provide the category under which the budget amount falls, specific details on how the budget money will be spent, and the requested budget amount.

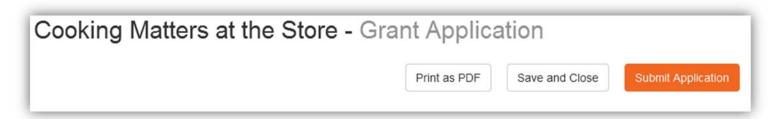
A total budget amount will appear at the bottom of the form. In some instances, you will not be able to proceed if your budget amount exceeds the predetermined grant amount.

#### Documents (if applicable)

If requested, you will be able to upload documents to your grant application. If specific formats are required, they will be noted in the upload section.

#### **Submit Application**

When you feel that your application is complete and ready for review, click the "Submit Application" either at the bottom of the last page of the application, or at the top of any page. Remember, once your application is submitted or the application deadline has passed, you cannot make any additional edits.



We recommend downloading and saving a hard copy PDF of your application by clicking "Print as PDF." If you lose your application or can't find the saved file on your computer, you can view your grant application from the "My Grant Applications" section of your dashboard at any time.